UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT AIMINISTRATION EAST CENTRAL DIVISION





INSTRUCTIONS FOR DETERMINING 1939 COTTON ACREAGE ALLOTMENTS AND NORMAL YIELDS

Section 1. Farms for which 1939 cotton acreage allotments will be determined. - A cotton acreage allotment will be determined for each farm on which cotton was planted during any of the year 1936, 1937, or 1938 and also for farms on which cotton will be produced in 1939 for the first time since 1935. Cotton acreage allotments will be determined for farms as most recently constituted in 1938. Instructions in regard to subdivisions or combinations of farms after 1939 allotments have been determined will be issued later.

Sec. 2. Rule of fractions. - All cotton acreages on Form ACP-84,
"Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields", should
be expressed to the mearest tenth of an acre. In rounding fractional
acreages to the nearest tenth of an acre, five-hundredths of an acre
or less should be dropped and more than five-hundredths should be considered a whole tenth. If any State office approves the rounding of
final 1939 cotton acreage allotments of more than ten acres to the nearest
whole acre, such may be done by dropping less than five tenths and
counting five tenths or more a whole acre. All acreages entered in
columns 5 and 6 should be shown to the nearest whole acre.

Sec. 3. Instructions to county offices. - All acreage data to be listed on Form ACP-84 will be obtained from Form ACP-58, "Listing Sheet for Farm Cotton Acreage Allotments and Yields - 1938 Agricultural Conservation Program", and from the Cotton Data Sheet. The acreage planted to cotton on the farm in 1938 should be obtained from Form ECR-219,

"Summary of Supervisor's Farm Report", and should be entered and circled on the Cotton Data Sheet in column F immediately under the space for the 1937 planted and diverted acreage (enter zero if no cotton was planted in 1938). No figure will be used for diverted acreage in 1938. The most recent cropland figure (less that acreage included in such figure which is planted to forest trees, or is in permanent pasture and plus the interplanted acreage in commercial orchards in 1938) should be entered and circled immediately under column G. The usual tobacco acreage established for the farm in 1938 should be entered and circled immediately under column H. For commercial wheat farms enter 128% of the 1939 wheat allotment immediately under Column I. For noncommercial wheat farms the usual acreage of wheat grown for market or fed to livestock for market should be entered immediately under column I; this entry should be reviewed by the county committee in light of the entry in column I, the usual wheat acreage, if any, established for the farm for 1939, and the home consumption of wheat on the farm. The sum of the circled entries immediately under columns H and I should be obtained and entered and circled immediately under column J. The circled entry under column G minus the circled entry under column J should be entered and circled under column K.

Only one copy of Form ACP-84 will be prepared and all entries should be made with a hard lead pencil. Data for farms will be tabulated in three separate groups; namely, (1) group 1-A, which will include all farms on which the highest cotton acreage (including diverted acres for 1936 and 1937) during the years 1936, 1937, and 1938 was 5.0 acres or more; (2) group 1-B, which will include all farms on which the highest cotton acreage (including diverted acres for 1936 and 1937) during the years 1936, 1937, and 1938 was less than 5.0 acres; and (3)

group 1-0, which will include all farms on which cotton will be produced in 1939 for the first time since 1935. Farms which were classified in group 1-0 in 1938 and on which cotton was planted in such year will be included in either group 1-B or 1-A in 1939, and the Cotton Data Sheets which were executed for such farms will be boldly marked "1-B for 1939" if the acreage planted to cotton in 1938 was less than 5 acres, and "1-A for 1939" if the acreage planted to cotton in 1938 was 5 acres or more. Farms which were classified in group 1-A or 1-B in 1938 but on which cotton has not been planted since 1935 will not be included in group 1-B or group 1-A for 1939; such farms will be classified in group 1-0 in 1939 if cotton is planted on such farm in such year, and the Cotton Data Sheets for such farms will be boldly marked "1-C for 1939".

Farms in each group should be listed on Form ACP-84 in numerical order of the 1938 serial numbers for such farms as follows:

# A. TABULATION OF DATA FOR FARMS IN GROUP 1-B

Data for group 1-B farms should be tabulated first. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county 1/ and State, and the group symbol (1-B). Columns 1 through 7 should be filled out in accordance with the following instructions:

	Column number and heading	Source of information		
1.	1938 serial number	Column 1, Form ACP-58		
2.	1939 sorial number	Leave blank until change, if any, in serial number is made		
3.	Name of 1938 operator	Column 3 or 4, whichever is appointed plicable, Form ACP-58		

<sup>1/</sup> The word "county" as used herein means county or administrative area, if any.

Column number and heading

Source of information

- 4. Name of 1939 operator
- 5. Tilled acreage
- 6. Tilled acreage adjusted
- 7. Highest cotton acreage (actual plus diverted)

15(b). One-half 1937 planted plus diverted acreage

Enter as soon as available, if different from 1938 operator

Circled entry immediately under column G, Cotton Data Sheet

Circled entry immediately under column K, Cotton Data Sheet

The largest of the entries in column F on the Cotton Data Sheet for 1936, 1937, and 1938. (The 1938 planted acreage will have been entered and circled immediately under Col. F of the Cotton Data Sheet.)

One-half of the acreage in column 20, Form ACP-58. Enter an (x) mark in column 15(a) if diversion was made in 1937 as indicated by an entry in column 19 on Form ACP-58. The total of column 15(b) for farms included in the group 1-A tabulation added to the total of column 15(b) for farms included in the group 1-B tabulation should not exceed the larger of (a) one-half of the official 1937 planted acreage plus the most recent 1937 diverted acreage for the county or (b) one-half of the acreage permitted for the county for column 20 in 1937. If necessary, adjustments may be made by lining through the entries in column 15(b) which are to be adjusted and entering the revised figures immediately above the respective lined through figures.

All other columns should be left blank on Form ACP-84 for farms in group 1-B. The acreage entered in column 7 should be checked to make certain that each is less than 5 acres, after which columns 6 and 7 should be summarized and the totals entered in items 6(b) and 2, respectively, page 1 of the tabulation, at the top of Form ACP-84. The number

of group 1-B farms tabulated should be counted and the total number of such farms for each page entered in column 1 in the space provided at the bottom of such column. The total number of group 1-B farms for the county should be entered on the last page of the group 1-B tabulation in the space provided at the bottom of such column.

## B. TABULATION OF DATA FOR FARMS IN GROUP 1-A

After data for farms in group 1-B have been tabulated, data for all group 1-A farms should be tabulated. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (1-A). The total county acreage allotment will be furnished by the State office and when received should be entered in item 1 at the top of Form ACP-84 on the first page of the group 1-A tabulation. The acreages to be entered on page 1 of the group 1-A tabulation in items 2 and 6(b) will be obtained from items 2 and 6(b), respectively, page 1 of the tabulation for farms in group 1-B. Enter in item 3 the acreage determined by deducting item 2 from item 1, except that if item 2 exceeds item 1 no entry should be made in item 3.

Data for farms in group 1-A will be tabulated on Forms ACP-84 in accordance with the following instructions:

	Column number and heading	: Source of information
1.	1938 serial number	Column 1, Form ACP-58
2.	1939 serial number	Leave blank until change, if any, in serial number is made
3.	Name of 1938 operator	Column 3 or 4, Form ACP-58, whichever is applicable
4.	Name of 1939 operator	Enter as soon as available, if different from 1938 operator

:

Column number and heading

Source of information

5. Tilled acreage

- Circled entry immediately under column G, Cotton Data Sheet
- 6. Tilled acreage adjusted

Circled entry immediately under column K of Cotton Data Sheet

7. Highest cotton acreage (actual plus diverted)

The largest of the entries in column F on the Cotton Data Sheet for 1936, 1937, and 1938. (The 1938 planted acreage will have been entered and circled immediately under Column F of the Cotton Data Sheet.)

15(b). One-half 1937 planted plus diverted acreage

One-half of the acreage in column 20, Form ACP-58. Enter an (x) mark in column 15(a) if diversion was made in 1937 as indicated by an entry in column 19 on Form ACP-58. The total of column 15(b) for farms included in the group 1-A tabulation added to the total of column 15(b) for farms included in the group 1-B tabulation should not exceed the larger of (a) one-half of the official 1937 planted acreage plus the most recent 1937 diverted acreage for the county or (b) one-half of the acreage permitted for the county for column 20 of ACP-58 in 1937. If necessary, adjustments may be made by lining through the entries in Col. 15(b) which are to be adjusted and entering revised figures immediately above the respective lined through figures.

The number of farms in group 1-A tabulated on ACP-84 should be counted and the total number of such farms for each page entered in column 1 in the space provided in such column and the total for the county entered on the last page in column 1 in the space provided.

# C. DETERMINING THE AMOUNT OF RESERVE WHICH MAY BE ALLOTTED FARMS IN GROUP 1-A WHICH OTHERWISE WOULD RECEIVE ALLOTMENTS OF 5 TO 15 ACRES

The Agricultural Adjustment Act of 1938, as amended, provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to farms in group 1-A which otherwise would receive allotments of not more than 15 acres. In order for the county committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in group 1-A shall be deducted from item 3 on the first page of the tabulation for group 1-A farms and the remainder multiplied by .03. The result shall be entered in item 4 on the first page of the tabulation. For example, if item 1 (the total county acreage allotment) is 30,000 acres and item 2 (the total of column 7 for group 1-B farms) is 1,000 acres, item 3 would be 29,000 acres. If there are 2,000 farms listed in group 1-A, the maximum reserve would be 570 acres or 3 percent of 19,000. (30,000 - 1,000 = 29,000.

29,000 - [5 x 2,000] = 19,000. 19,000 x .03 = 570.)

In recommending a reserve for all 5 to 15-acre farms the county committee should take into consideration the number of such farms as well as the relationship of the actual plus diverted acres to the probable allotment based on tilled acres for these farms. The reserve recommended by the county committee should not be less than 20 percent nor more than 80 percent of item 4 and will be entered in item 5 as the recommended reserve for 5- to 15-acre farms.

As soon as the tabulations for both group 1-A and 1-B farms have been completed they should be transmitted to the State office, together

with Forms ACP-58 and the Cotton Data Sheets for the farms included in such tabulations.

#### D. TABULATION OF DATA FOR FARMS IN GROUP 1-C

The tabulation of data for farms in this group will not begin before January 1, 1939. The operators of such farms should advise the county committee not later than February 15, 1939, that cotton will be produced thereon in such year for the first time since 1935.

obtained under the Agricultural Conservation Program for such a farm, a work sheet should be obtained. A Cotton Data Sheet marked "1-0" "1-C of 1939" should be executed for such farm and the 1939 intended cotton acreage will be entered on the Cotton Data Sheet in the space provided for the 1938 intended cotton acreage after lining through "1938" and entering "1939" immediately above.

Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (1-C). Forms

ACP-84 should be filled out in accordance with the following instructions:

	Column number and heading	: Source of information
1.	1938 serial number	Form ECR-206, 1938 Listing Sheet- Agricultural Conservation Program (or work sheet serial number)
2.	1939 serial number	Leave blank until a change, if any, is made
3.	Name of 1938 operator	ECR-206, 1938 Listing Sheet-Agricultural Conservation Program (or work sheet)

	Column number and heading :	Source of information
4.	Name of 1939 operator	Obtain from the operator
5.	Tilled acreage	Col.G, Cotton Data Sheet
6.	Tilled acreage adjusted	Column K of Cotton Data Sheet
7.	Intended 1939 acreage 1/	Cotton Data Sheet
8.	Adjusted tilled acreage times first factor or county cotton ratio	Leave blank
9(1	Recommended 1939 acreage allotment $\underline{1}/$	As recommended by the community committee but not in excess of column 7
10(	b). Recommended 1939 acreage allotment $\underline{1}/$	As recommended by the county committee but not in excess of column 7

1/ Column heading on each page of the Group 1-C tabulation should be changed to read "Recommended 1939 acreage allotment".

In recommending a cotton acreage allotment for farms in group 1-C, community and county committees should take into consideration the land, labor, and equipment available for the production of cotton; crop rotation practices; the soil and other physical factors affecting the production of cotton; and the cotton acreage allotments established for those farms in groups 1-A and 1-B that are similar with respect to the above factors. The committees should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which it finds the farm is capable of growing in 1939. The acreage on the farm suitable for growing cotton which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will provide a basis for determining the farm's capacity for cotton production.

The tabulation for farms in group 1-C and the Cotton Data Sheets for such farms should be transmitted to the State office as soon as such tabulation is completed.

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#### UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL ADJUSTMENT ADMINISTRATION Washington, D. C.

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East Central Division

1939 Wheat Acreage Allotment Office Procedure



PART II
Determination of Acreage Planted
to Wheat.

As soon as possible after wheat seeded in the fall of 1938 is sufficiently above the ground so that the acreage planted to wheat can be accurately determined, the county offices should instruct supervisors to proceed with the determination of the planted acreage for each farm for which a 1939 wheat acreage allotment has been established (Commercial wheat farms).

Form ECR-305 "Report of 1939 Seeded Acreage of Wheat" will be used for allotment (commercial) wheat farms to record the acreage planted to wheat in the fall of 1938 is devoted to wheat on and after December 15, 1938. This information will be used in determining eligibility with respect to 1939 wheat price adjustment payments and performance under the 1939 Agricultural Conservation Program. Form ECR-305 will also be used for recording for such farms the changes if any, in the acreage or ownership of the farm between 1938 and 1939 and for recording any practices carried out toward meeting the 1939 soil-building goal after November 1, 1938. In the execution of this work use will be made of Form ECR-218 used in checking performance on the farm in 1938, the applicable aerial photograph (wherever available) and the 1938 farm sketch map, if any.

For non-allotment wheat farms (non-commercial) the acreage of wheat will be checked on a harvested basis when other crops are inspected next summer.

State supervisors working under the direction of the State office will spot check the work of the local supervisors in accordance with instructions outlined in Part I of ECR-216 for such work in connection with the 1938 Agricultural Conservation Program.

In counties where Federal Crop Insurance policies are issued (counties designated July, 1938) supervisors will also complete Form FCI-3, in connection with the Federal Crop Insurance Program at the same time. Instructions for the Crop Insurance inspection are contained in FCI-31, Supplement 1, and in ECR-306.

#### A. PRELIMINARY OFFICE WORK

The county office will enter on Form ECR-305 the county code, worksheet serial number and aerial photograph number. The name and address of the 1939 operator, and the name and address of the 1939 owner (if other than the operator), should be entered in section 1. The 1939 wheat acreage allotment should be entered in section 3.

All necessary forms to be used on the farm should be assembled in an 8 1/2 x 11 manila envelope upon which has been stamped the return address of the county office. These forms will include, Form ECR-305, "Report of 1939 Seeded Acreage of Wheat"; Form ECR-218, "Supervisors Farm Report - 1938" used in reporting the crop acreage on this farm in 1938; and the 1938 farm sketch map, if any. The aerial photograph upon which the farm is shown should be given to the supervisor before he goes into the field. For each farm having crop incurance on wheat there should be included a Form FCI-3 together with the related papers necessary for inspecting the wheat crop for purposes of the Crop Insurance Program.

#### B. SUPERVISORS WORK ON THE FARM

- l. The proportionate share in the wheat crop should first be entered in the place provided under section 1. The name of the 1939 operator and of the 1939 owner should be checked to see that the names entered in the county office are correct; Corrections should be made if necessary. If any additional persons share in the crop and are not already shown their names, addresses and percentage shares in the wheat crop should be entered.
- 2. In section 2 determine if the land contained in the farm in 1939 will be identical with 1938 and whether or not this land will be operated in 1939 as a unit with other separate tracts. Make such notations as are applicable in the spaces provided.
- 3. Section 4 is for the determination of the acreage classified as planted to wheat on the farm in the fall of 1938 which is devoted to wheat on and after December 15, 1938.
  - (a) Refer to the aerial photograph or farm sketch map and and determine the field numbers of the fields seeded to wheat in the fall of fall of 1938. Enter such numbers in Column 1 of Section 4.
    - (b) Enter in column 2 the 1938 crop or crops grown on each field.
  - (c) If previous accurate measurements of the field as it is now operated are available, enter the acreage determined for such measurements in column 3.

The area in the field not seeded to wheat should be measured and a sketch of such area should be made on the back of the form so that the area may be calculated in the office and entered in column 4. Leave column 5 blank.

Where aerial photographs are used and the field boundaries or divisions of fields are found to be different from those shown on the photograph, the new field outlines are to be entered on the photograph and necessary changes made in field numbers.

If no measurements are available and aerial photographs are not used sketch and take measurements of the field in the manner outlined in Form ECR-216 for making measurements in connection with the 1938 Agricultural Conservation Program.

4. Record in Section 5 the acreage devoted to mixtures not classified as wheat containing wheat and other specified crops. Enter the field numbers of such fields, the estimated acreage of each field, the per acre rate of seeding of wheat and the kind and per acre rate of seedings of the other crops.

Any mixture classified as not being wheat must contain less than 50 per cent by weight of wheat or 25 per cent or more by weight of rye, barley, vetch or Austrian winter peas.

- 5. In section 6 list practices that have been carried out since November 1, 1938, toward meeting the 1939 soil-building goal for the farm.
- 6. Enter in Section 7, any remarks regarding the farm that have not been previously covered in the report. Special care should be taken, if there is an acreage of a wheat mixture on the farm, to enter under remarks, above the operators signature, as to whether he intends to participate in the 1939 program. For such farms a later inspection will be necessary to determine if the crop other than wheat matures. Should the crop other than wheat fail to reach maturity and the wheat be cut for grain or hay the acreage involved will be counted as wheat.
- 7. In section 8, obtain signature of the operator or his representative and affix your signature as Supervisor.

After the first days work has been completed by each supervisor he should take his papers and photographs to the county office and have them checked to see if the work is being properly done. Subsequently reports should be submitted as requested by the county office but at least once each week.

For farms participating in the 1939 Crop Insurance Program separate instructions will be given for making inspections and for executing Form FCI-3 and related forms.

#### C. COUNTY OFFICE PROCEDURE AFTER FARM INSPECTION

When the reports are returned to the county office they should be immediately inspected to see that all necessary information has been accurately obtained and entered. The field numbers and the 1938 crop for the field should be compared with Form ECR-218 and the aerial photograph, or farm sketch map, to determine that the fields are properly located and identified. Refer to the aerial photograph or map to determine if the field boundaries for each field are the same as at the time of checking compliance in 1938. If there has been no change in acreage such acreage may be entered as the correct acreage in column 3 of Section 4 of the report. Acreage represented by any portion of a field reported as not having been seeded to wheat should be verified or measured on the

photograph and entered in Column 4, and the acreage in the portion of the field actually seeded to wheat should be entered in Column 5. If changes have been made in field boundaries or if fields have been divided, new measurements should be made and entiries made in proper columns.

Fractions of an acre should be shown to the nearest tenth of an acre, (fractions of 5 hundredths or less shall be dropped and more than 5 hundreths carried to the next tenth) except that in counties where allotments were ancerted to the nearest acre, the total acreage seeded to wheat should be rounded to the nearest whole acre.

After the work of checking and determining acreages has been completed the reports for farms on which the acreage seeded to wheat does not exceed the 1939 wheat acreage allotment should be arranged by serial number in one group, and the reports for farms that exceeded their 1939 wheat acreage allotment should be arranged in another.

The county committee should carefully review all the reports of supervisors and should designate the farms that are eligible for wheat price adjustment payments.

### D. REPORTS

At the end of each week a progress report is to be sent by the county office to the State office covering the status of the work of the previous week and the progress to date (until complete) in the following form:

and the progress to date (unt	il complete) in the	following	TO T. m.ž	
PROGRESS REPORT	OF 1939 WHEAT ACRE.	AGE DETERMIN	NATION	
The state of the s	The acceptance of the second o	County		
	None None			
			193	
		1	Completed :	Completed
Kind of Work		Completed Mumber of	This Period Number of	Number of
County Office Preliminary Work		Farms	Farms	Farms
the Cineral sors			1	1
and papers returned to county o	Eligible for	4		1 1 1
	Price Adjust-			1 · · · · · · · · · · · · · · · · · · ·
Inspected by County office and	Not Eligible	*		
Acreage determined.	for price ad- justment payment			
	TOTAL		8 ' 4 ' 4 ' 4 ' 4 ' 4 ' 4 ' 4 ' 4 ' 4 '	

#### IDENTIFICATION OF SMALL GRAINS

At some stages of growth fields of wheat, rye, barley or oats are more easily distinguished than at others, but the seedling stage presents the greatest difficulty. Appearances in the fall and winter are likely to be deceiving. Mixtures often look like either of the crops and require close inspection in order to make an accurate determination.

A common method of determination that can be used in the early part of the growing season is to loosen the plant from the earth and observe the grain from which it sprouted which will be found attached to the roots. As the plant grows older, however, the small grain disintegrates and finally disappears. Then it becomes necessary to identify the plants by their vegetative characteristics, which although appearing quite similar to a casual observer are found upon close inspection to always have present distinguishing marks peculiar to the specie.

Steps to be used in determining the kind and proportion of plants in a mixture of small grains are:

First: Identify the plants in the mixture. If the seed are still present it is an easy matter to pull up the plants. If there are no seed found use the identification chart.

Second: Count; the plants of one specie consecutively down a drill row for a space of from 1 to 2 feet, placing a marker at the beginning and the end of the space counted, then count the total number of plants between the markers. The total number of plants divided into the number of plants of the specie counted will give the percentage of that specie.

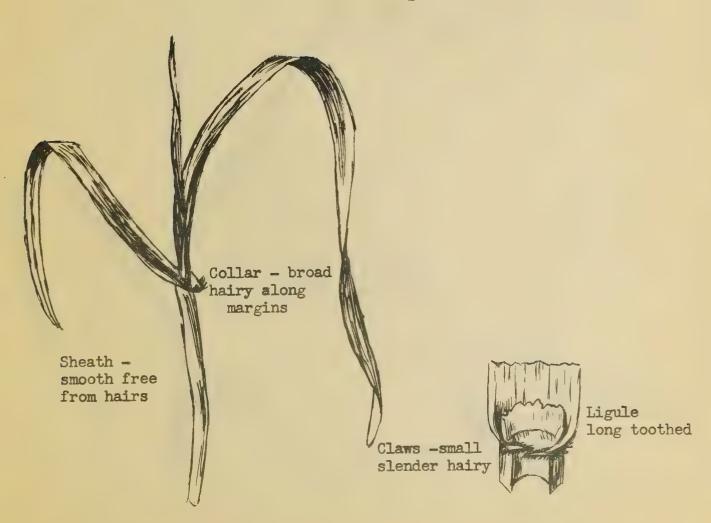
Third: Move to another place in the field and repeat the procedure.

In some fields it may be necessary to make three or four counts. After sufficient counts have been made average the percentages to obtain the percentage for the field.

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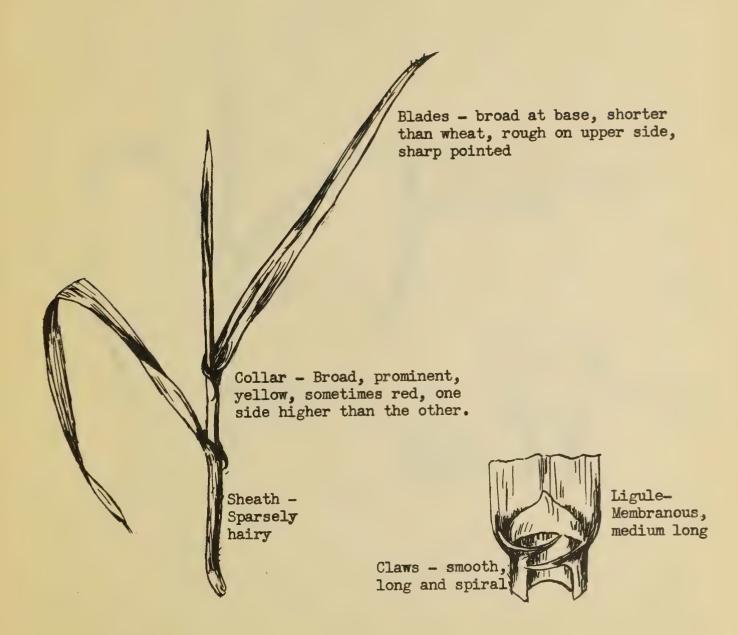
#### WHEAT

Blades- long, free from hairs,  $\frac{1}{2}$  inch wide

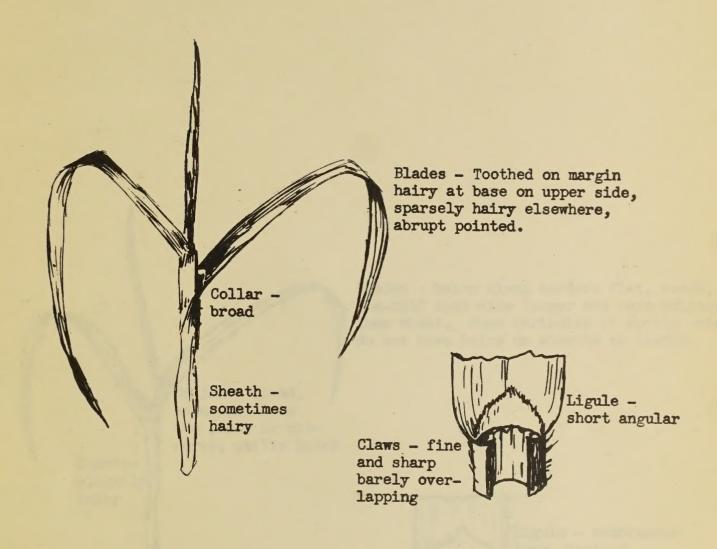


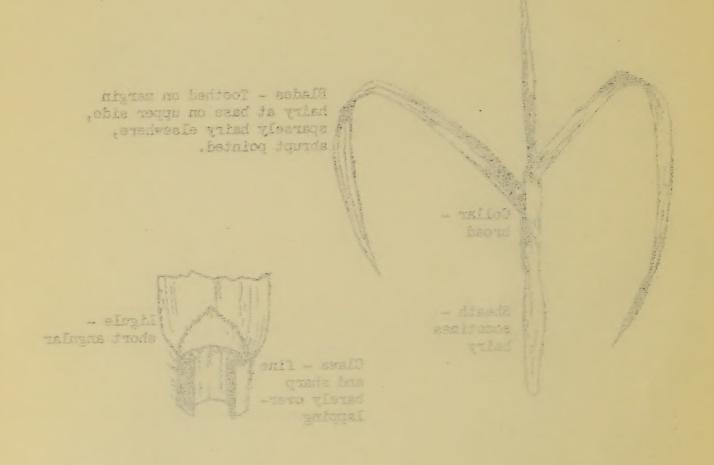
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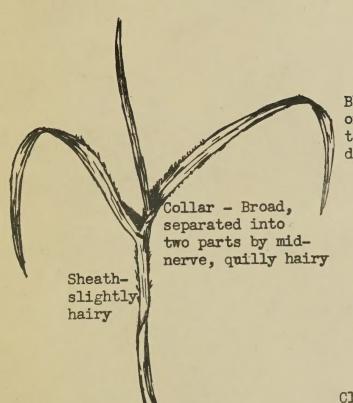












Blades - hairy along borders flat, rough, one-half inch wide longer and more pointed than wheat. Some varieties of spring oats do not have hairs on sheaths or blades.



Ligule - membranous long, toothed

Spring Oats - more upright habit of growth than winter varieties.

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